The Circuit Court of Fairfax County will be implementing some major changes to the Court's Public Access Network (CPAN) in the very near future. In an effort to outline these changes, we have prepared this document and are including copies of what the new screens will look like. We will also be providing a new internet address for the site once we finish our development and testing.

The most significant change is the use of a new login screen. This feature will allow our customers to log into CPAN from any location and will **eliminate** the need for static IP addresses!
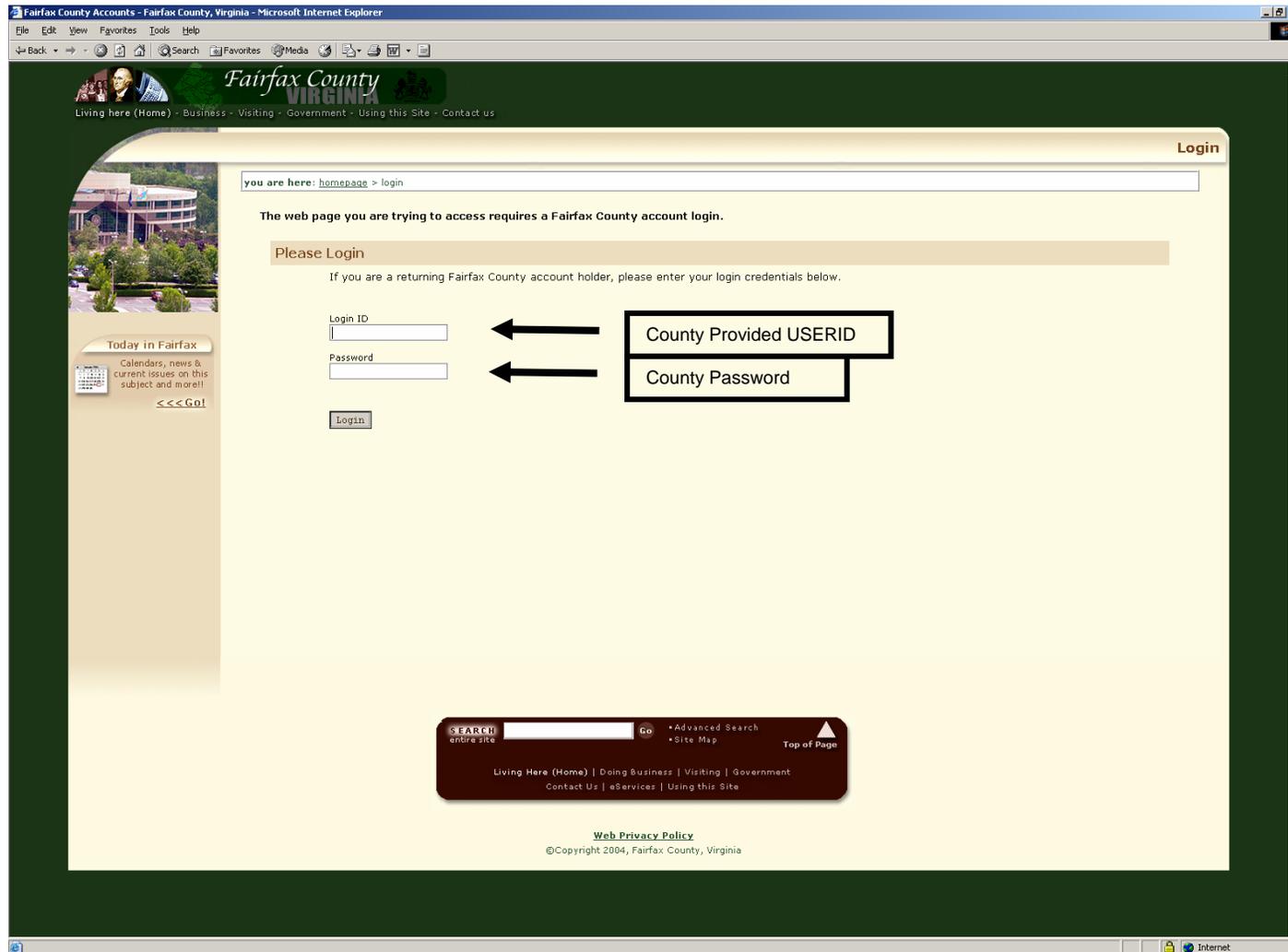
The first time customers log into the system they must enter their county provided USERID and "temporary" password. A second screen will then open requiring a change of the "temporary" password to a new password. Once completed, the customer will be routed to the new home page.

No changes have been made to the normal web inquiries like Land Records, Marriage Licenses, Judgments, etc. Clicking on the highlighted items shown below will open a new mainframe window automatically. MochaSoft software will no longer be supported.

Once the mainframe window opens, type *cics99* and press the **Enter key** not the right Control (Ctrl) key. In the new system the Enter key has the same functionality that the right Control key had in the old system. The pause/break key remains the screen clear key which permits additional searches. The Control (Ctrl) keys will be the reset keys. The remainder of the mainframe log on will stay the same.

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FFX - Just in Time GUI - Microsoft Internet Explorer                    _ □ ×

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                    Fairfax County Teleprocessing Network

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                    Technical Support Center:    703-222-3535


         Authorized users only,
         enter one of the following:        Information Protection Notes:
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           CICS        TSO                  1. Information protection is
                                               your responsibility.

         Your IP address is:                2. Do not share passwords.
           166.94.52.151                    3. Logoff when you are done.
         Terminal ID: FFX1TPIW

       |cics99
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Click on the CPAN home page task button on the toolbar at the bottom of the Windows screen to return to the home page. The next major change involves the display of the Department of Taxation's (DTA) Real Estate Information.

Clicking on the Real Estate Information link routes the customer to a new login screen to gain access to the DTA information.

The USERID and password are unique to this screen and all customers will use them to gain access to the data. The password is case sensitive and must be entered as shown.
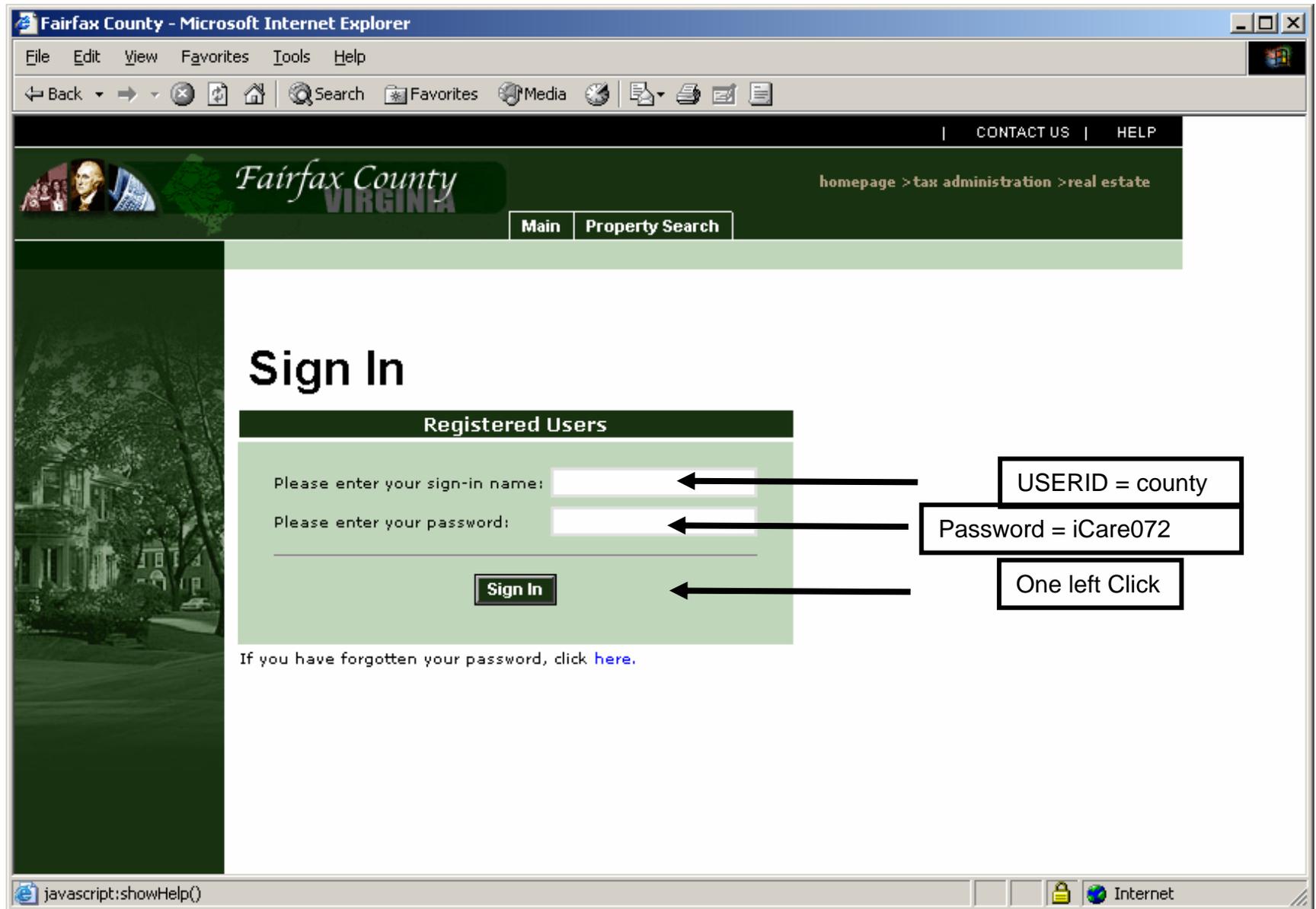
Successful login will take the customer to the following web page.

The Welcome page contains a tab entitled Property Search. This is the only link customers should use. Clicking on any other link will not permit access to the owner and accounts receivable searches.
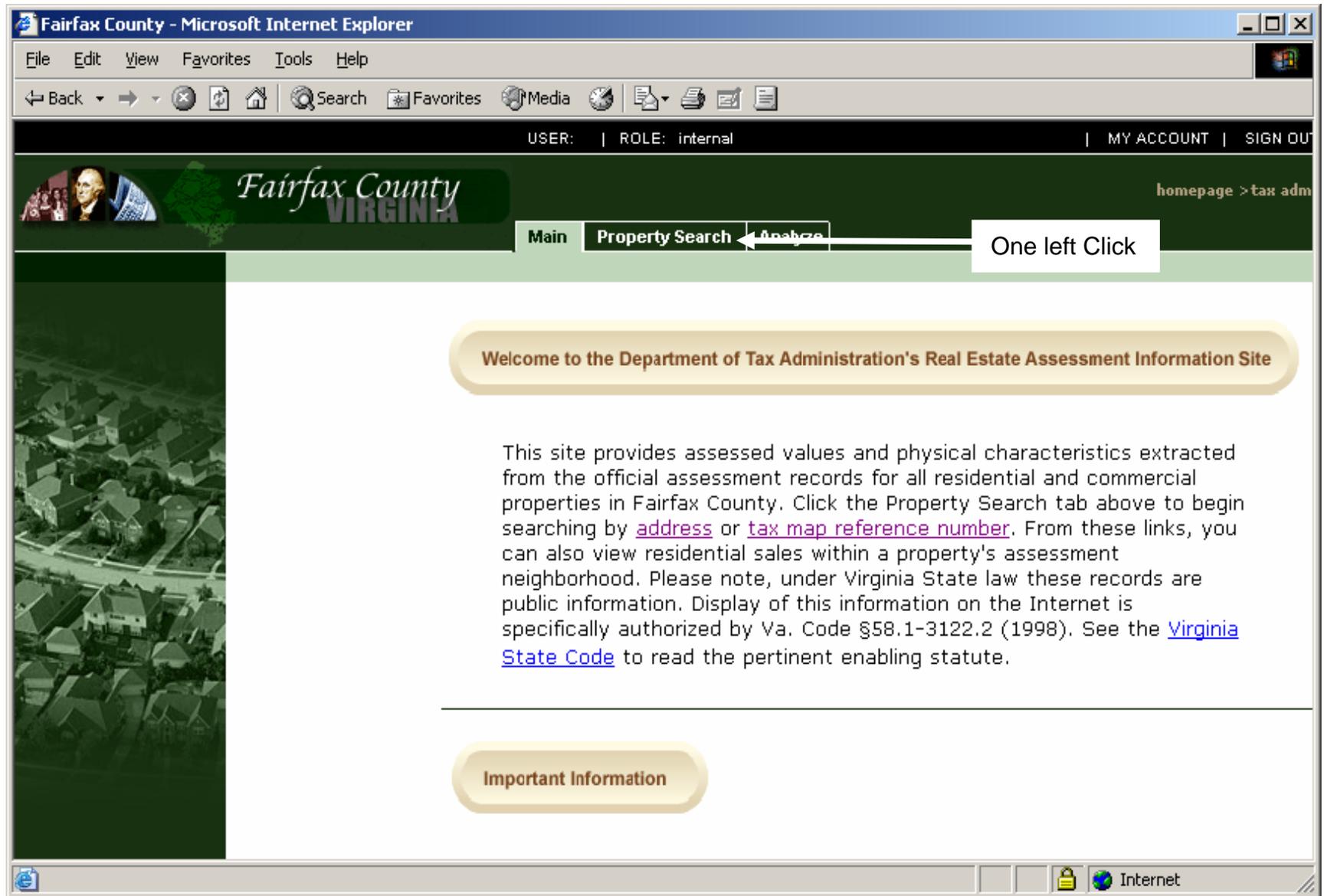
This is the web page for performing Owner searches.
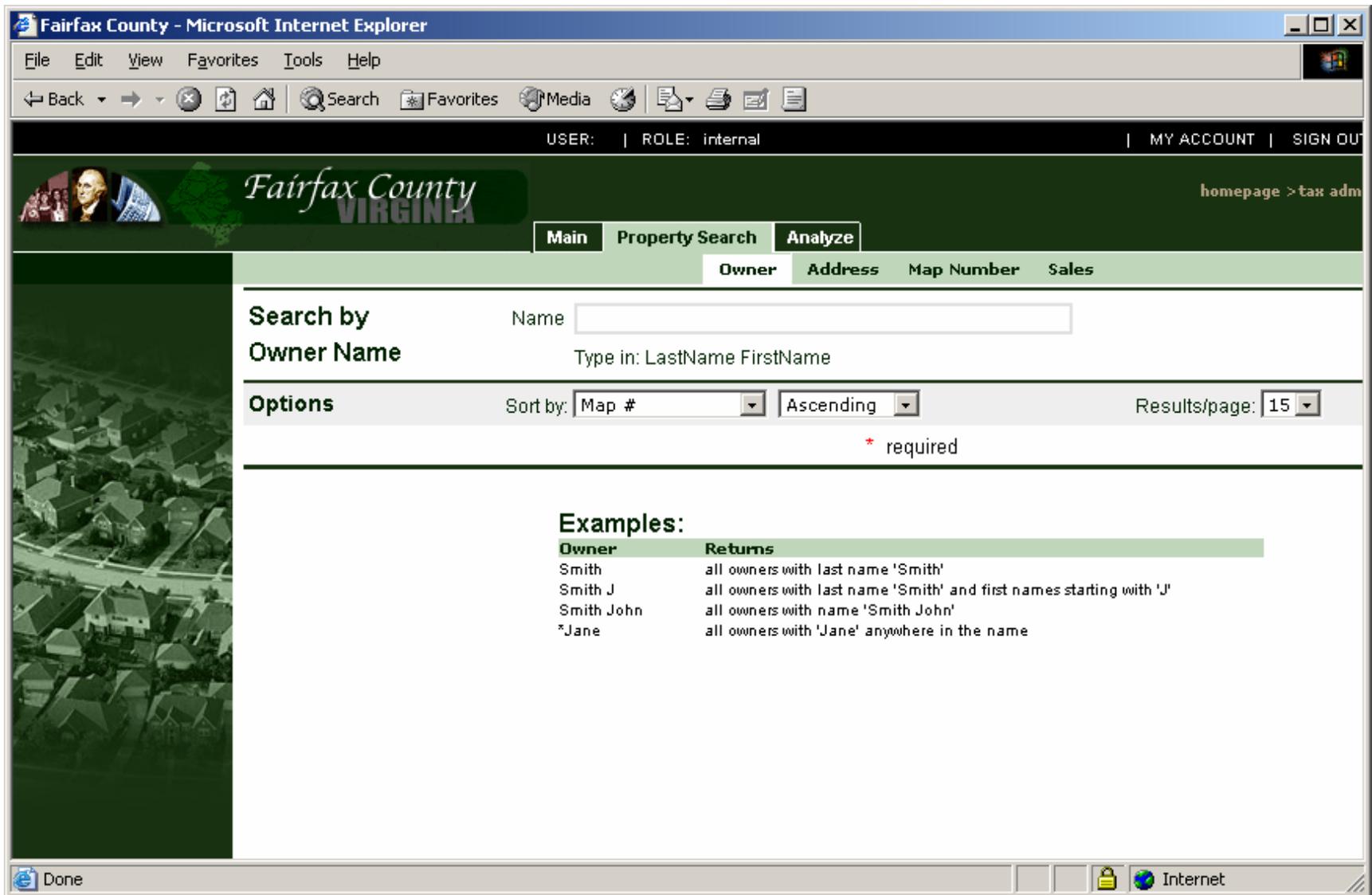
Clicking on the Address tab will open the next screen.

This is the web page for performing Address searches.

Clicking on the Map Number tab will open the next screen.

This is the web page for performing Map Number searches.

Clicking on the Sales tab will open the next screen.

This is the web page for performing Sales searches.

The customer may leave the Property Search screen open and return to the CPAN home page by clicking on the Windows toolbar icon. There will be three windows open for CPAN users (CPAN home page, Mainframe and Real Estate Information) and transporting from one window to the other is as easy as clicking on the toolbar.

Once searches are complete, customers are asked to log out of the system as follows:

Sign out of the Real Estate Information as shown below. The customer will be returned to the Real Estate login screen in the event a new login is required. If not, close the Real Estate login screen window by clicking the X in the upper right corner or file/exit.

When finished, click

There are two new features available on the CPAN home page. The first feature allows customers to submit problems to the help desk by clicking on the report problem tab.

Below is a sample of what this screen may look like. Completely filling out the form will assist in resolving the customer's problem. Click **submit** to send the message.

The second feature is how customers exit CPAN:

First, sign out of the Real Estate information screen as discussed earlier. Close the window.

Second, log off the mainframe as usual by clearing the window of data and typing **cesf logoff**. The customer will return to the main CICS screen. Close this window by clicking the X in the upper right corner or file/exit.

At this time only the CPAN home page should be available for use. The customer may open any new windows merely by clicking on the desired function, but should log off when finished as discussed above. From the CPAN home page click the Logout tab and the customer's session will be ended.
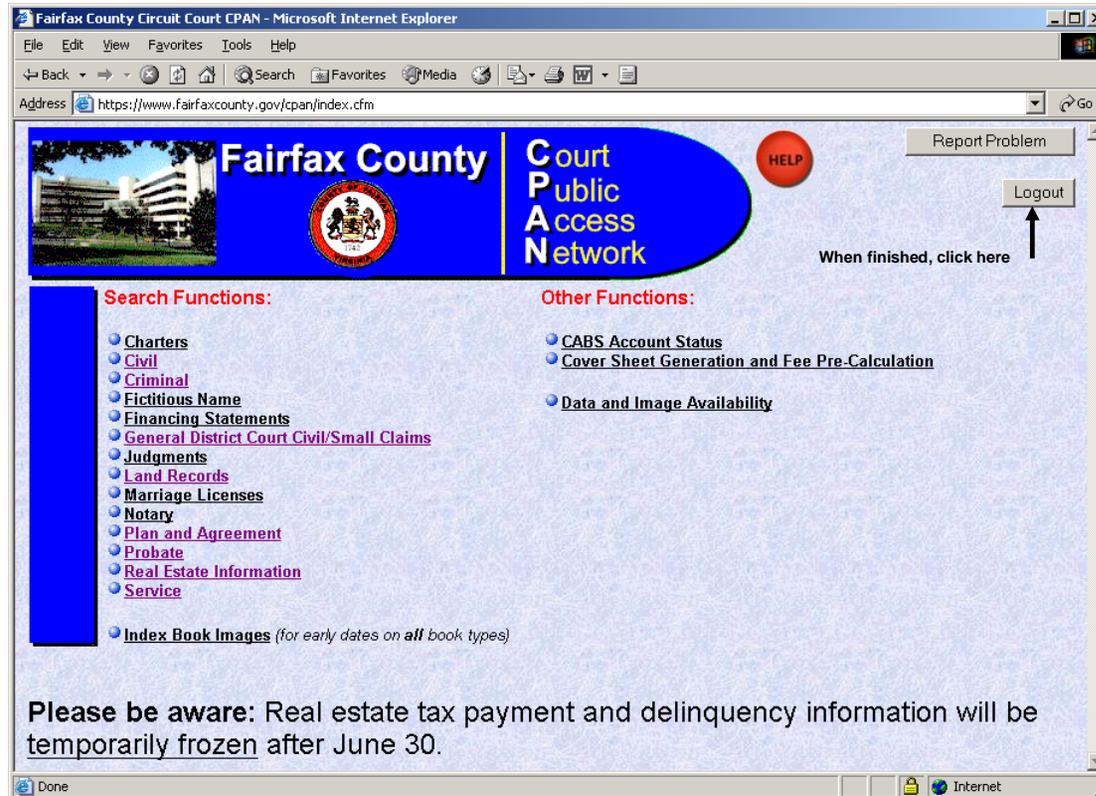
Customers should be aware that the CPAN web page and Real Estate information screens **will time out if not used for 2 hours**. There is no change in the time-out for the mainframe connection.